



New York Product Stewardship Council

Interest Solicitation Coordinator (Part-Time)

The New York State Association for Solid Waste Management (NYSASWM) is currently requesting individuals to provide proposals on how they would perform the activities of part-time coordinator for the newly-created New York Product Stewardship Council. The coordinator's proposed scope of work is attached in Appendix A.

Overall, the goal of the coordinator position is to build the engagement of local governments and other stakeholders in a statewide movement for product stewardship. The coordinator will build upon the base created by the all volunteer NYPSC. Respondents are requested to estimate the amount of time they would allocate to the scope of work and the skills, resources and experience they bring to bear to the tasks outlined, and the priority they would place on the tasks in the scope.

The position will be compensated as an individual contractor at the rate of \$24,000 per year (paid monthly, at \$2,000), as well as reasonable expenses in performing Coordinator duties. It is anticipated that candidates will provide office space and records storage adequate for NYPSC needs. A one year independent contractor agreement will be developed with the successful candidate. The NYPSC will retain ownership of all records and all equipment purchased in performance of contractual duties (computers and related equipment, cell phones, software, filing cabinets, etc.).

Proposals should be submitted electronically to Resa Dimino at r.dimino@nypsc.org (phone 518-408-0517) by January 31, 2010.

Coordinator Tasks and Duties

1. DEVELOP OUTREACH TOOLS

- Maintain and update Council website
- Develop Council PowerPoint presentations and brochure from PPI models.
- Maintain and populate Council listserv; develop new listserves as appropriate
- Distribute draft model local EPR resolutions and supporting documents.
- Develop NYPSC fact sheets, policy briefings and talking points for stakeholders and local elected officials; provide content for website.

2. EDUCATION & OUTREACH

- Conduct trainings (via “train the trainer” calls) on how to give the Council PowerPoint presentation.
- Provide Assistance and Guidance to Local Communities to Adopt EPR resolutions.
- Prepare and provide presentations on EPR to solicit participation of stakeholders and new members.
- Build on existing networks and relationships to identify, educate and mobilize key stakeholders, including industry groups and associations, retail associations, environmental nonprofits and Local Governments, for the purpose of promoting product stewardship.
- Disseminate policy and education tools to decision makers and other stakeholders through mail and email; make available through websites and at professional meetings and in one-on-one meetings with stakeholders.
- Prepare and submit abstracts and presentations for potential speaking engagements throughout NY to discuss EPR and the Council’s Efforts
- Build on Local Governments support for EPR, hold workshops and disseminate appropriate informational materials.

3. ADMINISTRATIVE - COORDINATION TASKS

- Coordinate Steering Committee meetings
- Prepare and circulate draft documents
- Support establishment and work of subcommittees; track deadlines.
- Maintain contact list
- Maintain the Council’s schedule and Calendar of Events
- Coordinate signed Letters of Agreement
- E-mail updates: prepare and disseminate via Council listserv(s)
- Respond to info. requests and press inquiries
- Build momentum by acknowledging via listserv and website new members; contributions; resolutions passed, etc.
- Develop a draft annual budget and identify funding sources.
- Investigate incorporating; bank account; applying for 501c3 status, etc
- Prepare, compile and monitor annual work plan, task assignments, etc.
- Develop funding sources for NYPSC and prepare appropriate grant and funding requests.